

# *Executive Secretarial Technology*

TECHNICAL EDUCATION



**DODGE CITY COMMUNITY COLLEGE**

**For More Information**  
Office of Admissions  
Dodge City Community College  
2501 North 14<sup>th</sup> Avenue  
Dodge City KS 67801-2399

### **Admissions Procedures**

Dodge City Community College has an open-door admissions policy with the following requirements for all full-time students:

1. Complete application for admission.
2. Send ACT scores (SAT are accepted). (This is not required but highly recommended. Athletes must submit ACT or SAT scores.)
3. Send high school transcript or equivalent (GED).
4. Send college transcript (if applicable).

The following two items are not requirements for admission but essential planning steps for some students:

5. Submit a deposit to reserve on-campus housing.
6. Check into financial aid and scholarships. Make applications where required.

Dodge City Community College is fully accredited by the North Central Association of Colleges and Secondary Schools and the Kansas Department of Education.

### **Non-discrimination Statement**

Dodge City Community College is committed to equal opportunity for all students regardless of sex, race, color, and national or ethnic origin, or physical handicap in the administration of admissions policies, educational policies, scholarship and loan programs, and athletics or other school administered programs.

## **Executive Secretarial Technology**

### **TECHNICAL EDUCATION**



**Prepare for greater opportunities by enrolling in the program of your choice at Dodge City Community College!**

### **Executive Secretarial Technology Program**

The Executive Secretarial Technology Program offers opportunities to master skills for today's office. Opportunities await the individual with strong skills in information processing, communications, human relations and organizational ability.

Training on electronic equipment utilizing the latest technology is available at Dodge City Community College. Courses include emphasis on computer skills including all areas of information processing.



A valuable part of the program is the field work experience (internship) where students gain practical experience in their chosen field while receiving college credit.

Programs of study are available on either a one-year certificate basis or a two-year Applied Science Degree option. Classes completed in the one-year program can apply toward the two-year program. Contact the Program Coordinator for details regarding courses of study.

### **Executive Secretarial Technology Program Options**

#### **Associate of Applied Science**

- Executive Secretarial
- Legal Secretarial
- Medical Secretarial
- Office Administration

#### **Certificate Option**

- Executive Secretarial Technology



# Executive Secretarial Technology Program

**Executive Secretarial Technology**  
**One-year Certificate Program**  
Total hours: 32 minimum to certify

**Major Courses and Hours:**

Keyboarding II.....	3
Keyboarding III .....	3
Word/Information Processing .....	3
Office Procedures .....	3
Human Relations .....	3
Machine Transcription.....	3
Office Records Management .....	2
Secretarial Internship I, II .....	4
Problems and Practices I, II .....	2

**Business Core:**

Introduction to Business .....	3
Introduction to Data Processing .....	3
Business Communications.....	3
Financial Accounting.....	4
Bookkeeping .....	3
Business Math .....	3
Life Adjustment I (Business).....	1

*(Individualized programs including Gregg Shorthand are available. A one-year certificate is awarded to students completing the above program.)*

**Personal Opportunities**  
Many services are available to the DCCC secretarial student. These include:

- Individualized instruction
- Modern equipment
- Placement services
- Two semester preparation period
- Counseling services
- Special assistance in learning through the Learning Resource Center
- Local business work experience opportunities

**Business Professionals of America**  
Business Professionals of America is a student organization for those interested in office occupations. It provides an opportunity to:

- Develop leadership abilities and citizenship training
- Broaden understanding of the professional secretary's role
- Develop relationships with those already in secretarial positions
- Explore employment opportunities and job requirements
- Learn from field trips, guest speakers and discussions
- Compete in state and national events

*Today's students,  
tomorrow's business  
professionals.*



**Financial Aid**  
Dodge City Community College has developed a variety of financial aid packages to assist students in overcoming economic problems associated with college attendance. DCCC accepts financial aid applications and makes decisions regarding those applications without regard to sex, race, creed, disability, or national origin.

Students who wish to apply for a Pell Grant or Stafford Loan must first establish their eligibility by completing their ACT Family Financial Statement and have their expected family contribution determined. It takes approximately four to six weeks to process an ACT Family Financial Statement. If a student is determined eligible to apply for a loan, it takes at least another three to four weeks for the loan application to be processed.

To qualify for any federal financial aid, a student needs to have a high school diploma or GED. Students who do not meet these requirements may arrange to take a vocational test to determine ability to benefit. Contact the DCCC Testing Center well in advance of the class starting date to arrange for testing.

Veterans who meet eligibility requirements may receive benefits for credit courses taken at the college. For more information call 316-225-1321, Ext. 208.

Any Student with a financial concern is encouraged to contact the DCCC Financial Aid Director for additional information.

More Information Mail This Card To:



2501 North 14<sup>th</sup> Avenue  
Dodge City KS 67801-2399  
316-225-1321  
Toll-free in Kansas 1-800-742-9519  
Toll-free out-of-state 1-800-262-4565  
Phone Registration 316-225-4114

**Executive Secretarial Technology**

Name (Last) \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Birthdate \_\_\_\_\_  
Last School Attended \_\_\_\_\_  
Year of HS Graduation \_\_\_\_\_

**Please send information on: (Check)**  
\_\_\_\_\_ Financial Aid/Scholarships  
\_\_\_\_\_ On-Campus Housing  
\_\_\_\_\_ Catalog/Admissions Packet  
\_\_\_\_\_ Other: \_\_\_\_\_